

Start New Order

1. Click
2. Double Click 0 on the Quantity field and enter your desired quantity using the up & down arrows; click enter on keyboard when complete (cursor will move down to the very next item).

Get Started **Build Order** Shopping Cart Check Out

Enter search term **Search All Products**

Purchase History

Customize (modified)

Item#	Description	Notes	Case		Bottle		Thu 06/12	Tue 06/10	Thu 06/05	0
			Quantity	Price	Quantity	Price				
14286	OS CRANBERRY 15OZ 1/12 P		1	\$12.10					4	
14287	OS CRAN GRAPE 15OZ 1/12 P		0	\$12.10					4	
14302	OS ORANGE 100% 15OZ 1/12 P		0	\$12.10					5	
14303	OS APPLE 100% 15OZ 1/12 P		0	\$12.10					2	
18010	PEPSI 12OZ 4/6 C		0	\$8.80						
18011	DT PEPSI 12OZ 4/6 C		0	\$8.80						
18014	MTN DEW 12OZ 4/6 C		0	\$8.80						
18015	DT MTN DEW 12OZ 4/6 C		0	\$8.80						
19010	PEPSI 12OZ 2/12 C		0	\$8.80					2	
19011	DT PEPSI 12OZ 2/12 C		0	\$8.80					2	
19080	DT SIERRA MIST 12OZ 2/12 C		0	\$8.80					1	
19109	BRISK LEMONADE 12OZ 2/12 C		0	\$8.80					2	
27010	PEPSI 20OZ 1/24 P		0	\$16.40						
27011	DT PEPSI 20OZ 1/24 P		0	\$16.40						
27014	MTN DEW 20OZ 1/24 P		0	\$16.40						
27015	DT MTN DEW 20OZ 1/24 P		0	\$16.40						
27340	AQUAFINA 20OZ 1/24 P		0	\$16.40						
41340	AQUAFINA 12OZ 3/8 P		0	\$9.25						
45340	AQUAFINA .SL 1/24 P		1	\$10.70			8	20	6	

3. When you have entered all needed quantities, click on Shopping cart, either by clicking the tab or the button in top right corner

Account Information: Acct ID 70801, Name SPECIAL EVY DOWNTOWN, Address 1700 Y STREET, LINCOLN, NE 68088, Phone (402)472-6702

Sales Rep Terms NET 30, Open Balance \$622.10, Delivery Days Monday, Tuesday, Wednesday, Thursday, Friday, Next Delivery 07/14/2014

Can Totals: Case 2, Bottle 2, Total 2, **\$22.80** (Shopping Cart)

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4. After final review, click on Check Out Tab or Check out button in top right corner



5. When prompted, add your Cost Object in the PO field. In the comments field, add anything else relevant to your order - at a minimum include your name, department, building and room number so Pepsi knows where to deliver the product.
6. You will receive an email confirmation of the order placed (to the email address you use to sign into the site). Forward the email to Vending Services at vending@unl.edu.
7. A representative from Pepsi will contact you via email for further information such as the location and delivery dates, if needed.
8. Remember to email a copy of the the original thermal invoice that the Pepsi delivery person leaves to vending@unl.edu; it is required for the invoice to be paid!